

Office of the Illinois State Treasurer
Position Description

Position Title: Unclaimed Property Intern
Division: Unclaimed Property
Domicile: Springfield

Position Summary:

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how state government and financial entities can work together to provide important services to the public. The Office of the Treasurer has departments such as civic engagement, policy, scheduling/advance, legal, portfolio investments, unclaimed property and investment operations that will offer a hands-on opportunity to understand how a Constitutional Officer and their staff perform their day to day job duties.

Supervision:

Reports to the Executive Assistant to the Deputy Chief of Staff for Unclaimed Property

Supervisory Responsibilities:

N/A

Duties and Responsibilities:

- Itemize and calculate the value of unclaimed property currently being held by the Unclaimed Property division
- Serves as initial contact for incoming telephone calls and handles calls as appropriate
- Performs initial research to identify property as assigned by the Unclaimed Property Staff
- Conducts research and prepares reports
- Receives, processes, and distributes incoming communication as needed, e.g. U.S. mail, certified/express packages, faxes, email and telephone messages
- Performs clerical functions; including but not limited to filing and letter preparation
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above

Specific Skills:

- Reliable and detailed oriented, excellent organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Work well with others in a team environment
- Ability to multi-task and focus a time-sensitive environment
- Exceptional written and verbal communication skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

Unclaimed Property Intern Learning Objectives

Upon completion of this internship, you will have learned:

- How to itemize and calculate the value of Unclaimed Property
- Marketing techniques on how to reunite owners with their unclaimed property
- Best practices in research